



**TOWN OF UXBRIDGE
OFFICE OF THE TOWN MANAGER
Town Hall Room 102
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
town.manager@uxbridge-ma.gov**

**Jill R. Myers
Town Manager**

***Conservation Administrator
Town of Uxbridge, MA***

The Town of Uxbridge seeks an energetic, flexible, results-oriented professional employee or consultant to serve as the *Conservation Administrator* to perform a variety of administrative, technical and professional work administering the Wetlands Protection Act, supporting the staff needs of the Conservation Commission, and administering the Town's conservation matters. This is a FLSA-exempted, non-benefit eligible part-time position expected to work an average of 19 hours per week, primarily in the office or performing occasional duties in the field. Appointed by the Town Manager, working under the general supervision and guidance of Director of Planning and Economic Development, this position provides administrative support to the Conservation Commission, and serves as a liaison between the Town, developers and the public, and promotes the best interests of the Town in matters of conservation and wetlands protection. Position participates in the development, implementation, and/or maintenance of local wetland bylaws, open space plans, and land use plans, recreation plans and/or master plans; performs duties of a responsible nature involving substantial independent judgment in carrying out the policies of the Conservation Commission and Town bylaws. Also participates on the internal development review team and in updating of the town's Geographic Information System. Town will also consider consulting services. Annual salary: up to \$25,000 per year, DOQ. Qualified candidates should send cover letter and resume, with three professional references to the Town Manager, 21 S. Main Street, Uxbridge MA 01569, or e-mail town.manager@uxbridge-ma.gov. First review of applicants will occur on April 4, 2008, open until filled. Job description available. AA/EOE

3/12/08